| <b>UEN-TV Workplace Essential Skills schedule</b> |
|---|
| February through May 2009                         |
| Tuesday and Thursday from 6:30 to 7:00 p.m.       |
| and repeats the following                         |
| Tuesday and Thursday from 10:30 to 11:00 p.m.     |

| EEDDIIADS/            |   | 1 ue. 518t    | Forms and Charts   |
|-----------------------|---|---------------|--|
| FEBRUARY              | 6.20 m m #25 Orientation  |               | 10:30 p.m. #12 – Communicating with Customers  |
| Tue. 10th             | 6:30 p.m. #25 – Orientation   | <u>APRIL</u>  | 10.50 p.m. #12 Communicating with Customers  |
| Thu. 12 <sup>th</sup> | 6:20 n m #1 Dianning to Work  | Thu. 2nd      | 6:30 p.m. #15 – Writing Memos and Letters  |
| 111u. 12              | 6:30 p.m. #1 – Planning to Work   | Thu. Zha      | 10:30 p.m. #13 – A Process for Writing   |
| T- 174                | 6.20 mm, #2 March' or 01'11, and I also                                   |               | 10.50 p.m #15 /YTToccss for Witting  |
| Tue. 17th             | 6:30 p.m. #2 – Matching Skills and Jobs                                   | Tue. 7th      | 6:30 p.m. #16 Reading for a Purpose  |
|                       | 10:30 p.m. #25 – Orientation  | rue. /tii     | 10:30 p.m.#14 Supplying Information: Directions,   |
| TI- 1041              | 6 20 a a 42 A a 1 i a 2 f a 1 i a 2                                       |               | Forms and Charts   |
| Thu. 19th             | 6:30 p.m. #3 – Applying for Jobs  |               | 1 offits and Charts  |
|                       | 10:30 p.m. #1 – Planning to Work  | Thu. 9th      | 6:30 p.m. #17 Finding What You Need: Forms and Charts  |
| TF 2.4:1              | 6.00 WA D   | Tiiu. Jui     | 10:30 p.m. #17 Finding What Four Recd. Forms and Charts                                      |
| Tue. 24th             | 6:30 p.m. #4 – Resumes, Tests and Choices                                 |               | 10.30 p.iii. #13 – Witting Memos and Letters   |
|                       | 10:30 p.m. #2 – Matching Skills and Jobs                                  | Tue. 14th     | 6:30 p.m. #18 – Following Directions   |
| TT1 0.6.1             |   | 1 uc. 14ui    | 10:30 p.m. #16 Pronowing Directions  |
| Thu. 26th             | 6:30 p.m. #5 – Interviewing   |               | 10.30 p.iii. #10 Reading for a rurpose   |
| A CAR COTT            | 10:30 p.m. #3 – Applying for Jobs   | Thu. 16th     | 6:30 p.m. #19 – Reading Reports and Manuals  |
| MARCH                 | 600 H6 B 1 C W 1  | Tilu. Toui    | 10:30 p.m. #17 – Reading Reports and Manuals 10:30 p.m. #17 Finding What You Need: Forms and |
| Tue. 3rd              | 6:30 p.m. #6 – Ready for Work   |               | Charts   |
|                       | 1:30 p.m. #4 – Resumes, Tests and Choices                                 |               | Charts   |
| TD1 5.1               |   | Tue. 21st     | 6:30 p.m. #20 – Number Sense   |
| Thu. 5th              | 6:30 p.m. #7 – Workplace Safety   | 1 uc. 21st    | 10:30 p.m. #18 – Following Directions  |
|                       | 10:30 p.m. #5 – Interviewing  |               | 10.30 p.iii. #16 – Pollowing Directions  |
| T 1041                | 6.20 a m 40 I soming at Worl-   | Thu. 23rd     | 10:30 p.m. #21 – Solving Problems  |
| Tue. 10th             | 6:30 p.m. #8 – Learning at Work   | 111u. 231u    | 10:30 p.m. #19 – Reading Reports and Manuals   |
|                       | 10:30 p.m. #6 – Ready for Work  |               | 10.30 p.in. #15 Reading Reports and Ivalidates   |
| Thu. 12th             | 6:30 p.m. #9 – The Language of Work                                       | Tue. 28th     | 6:30 p.m. #22 – Fractions, Decimals and Percents   |
| 111 <b>u.</b> 12u1    | 10:30 p.m. #7 – The Language of Work<br>10:30 p.m. #7 – Workplace Safety  | 140. 2011     | 10:30 p.m. #20 – Number Sense  |
|                       | 10.30 p.iii. #7 – Workplace Safety  |               | 1000 pmin = 0 1 tumber sense   |
| Tue. 17th             | 6:30 p.m. #10 – Communicating with Coworkers and                          | Thu. 30th     | 6:30 p.m. #23 – Measurements and Formulas  |
| rue. 17tii            | Supervisors   | 11101 0 0 011 | 10:30 a.m. #21 – Solving Problems  |
|                       | 10:30 p.m. #8 – Learning at Work  |               |  |
|                       | 10.30 p.iii. #8 – Learning at Work  | MAY           |  |
| Thu. 19th             | 6:30 p.m. #11 – Working Together  | Tue.5th       | 6:30 p.m. #24 – Trends and Predictions: Graphs and Data                                      |
| Tilu. 17ul            | 10:30 p.m. #11 – Working Together<br>10:30 p.m. #9 – The Language of Work |               | 10:30 p.m. #22 – Fractions, Decimals and Percents  |
|                       | 10.30 p.m. #7 - The Language of Work                                      |               | r  |
|                       |   | Thu 7th       | 10:30 p.m. #23 – Measurements and Formulas   |
|                       |   | Tue. 12th     | 10:30 p.m. #24 – Trends and Predictions: Graphs and Data                                     |
| Tue. 24th             | 6:30 p.m. #12 – Communicating with Customers                              |               | 1  |
| 1 uc. 2-ui            | 0.50 p.m. #12 Communicating with Customers                                |               |  |

Thu. 26th

Tue. 31st

10:30 p.m. #10 – Communicating with Coworkers and Supervisors

6:30 p.m. #14 – Supplying Information: Directions,

6:30 p.m. #13 – A Process for Writing 10:30 p.m. #11 – Working Together